

Searching for a Requisition to Open it Back Up

It is possible to search for a requisition using several different types of search criteria. After you find it, it may be reopened in order to edit the document, re-route it, cancel it, etc.

1. Welcome Screen

Welcome TOM NORTHROP
You have 16 unread messages in your [Inbox](#).

Last Documents Accessed:
[Requisition: TOMTEST2](#)
[Requisition: TOM2](#)
[Requisition: PLEASEWORK](#)
[Requisition: PLEASEGOD](#)

About VPO PRISM
Product information.

Compusearch
Online FAR, technical support, frequently asked questions, and more.

Web Favorites:
[Commerce Business Daily](#)
[Electronic Posting System](#)
[GSA Debarment](#)
[GSA Advantage!](#)

Click "Requisitions"

2. Requisitions Menu

Welcome TOM NORTHROP
You have 16 unread messages in your [Inbox](#).

Last Documents Accessed:
[Requisition: TOMTEST2](#)
[Requisition: TOM2](#)
[Requisition: PLEASEWORK](#)
[Requisition: PLEASEGOD](#)


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Click on "Open Requisition", then go to the next page of this manual.

3. Search Screen

Search Criteria

☒ My Requisitions 
☐ Assigned to Me
☐ All

Requisition Type
 All 

Search
 Requisition Number 
 For 

Site ☐
 SETUP BUSINESS GROUP

Include Documents from:
 Current Selected Site

Display Hide Search Criteria Cancel ?

Requisition Selection

Requisition Number	Status	Status Date	Requisitioner	Requisition Date	Buyer
0313PR01	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
0313PR02	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
0313PR03	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
0313PRBPA	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
0313PRCONT02	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
F88DSD8D8D8D8D	In Progress	03/25/2002	NORTHRUP, TOM	03/25/2002	
PLEASEGOD	Pending Financial Approval	04/01/2002	NORTHRUP, TOM	04/01/2002	
PLEASEWORK	Pending Financial Approval	04/01/2002	NORTHRUP, TOM	04/01/2002	
TEST123456789	In Progress	03/25/2002	NORTHRUP, TOM	03/25/2002	
TOM1	Pending Financial Approval	04/01/2002	NORTHRUP, TOM	04/01/2002	

Next Page 1 of 2 (12 results found)

Next to the picture of the sun you may choose one radio button in order to search by your requisitions, ones assigned to you, or all requisitions.

Requisition Type

All

All

EZ Req

Requisition

Req for Mod

This is the drop down box for the "Requisition Type" field, this is next to the picture of the smiley face. Choose which type of requisition you want to search by, it defaults to "All".

Search

Requisition Date

Requisition Number

Requisitioner

Requisition Date

Status

Buyer

Status Date

Site

Originating Office Code

Description Text

Current Selected Site

This is the drop down box for the "Search" field, this is next to the picture of the moon. Choose the criteria you wish to search by, it defaults to requisition number. **After you choose an option you must fill something in the "For" box (the "For" box is next the picture of the heart). For example if you search by "Requisition Date", you must put in the date you made the requisition. Otherwise it will not narrow the search when you hit display.** After you have read this go to the next page of this manual.

4. Enter in Criteria

Search Criteria

☒ My Requisitions
☐ Assigned to Me
☐ All

Requisition Type
All

Search
Requisition Date
For
03/13/2002

Site
☐ SETUP BUSINESS GROUP

Include Documents from:
Current Selected Site

Requisition Selection

Requisition Number	Status	Status Date	Requisitioner	Requisition Date	Buy
<u>0313PR01</u>	In Progress	03/13/2002	NORTHROP, TOM	03/13/2002	
<u>0313PR02</u>	In Progress	03/13/2002	NORTHROP, TOM	03/13/2002	
<u>0313PRBPA</u>	In Progress	03/13/2002	NORTHROP, TOM	03/13/2002	
<u>0313PR03</u>	In Progress	03/13/2002	NORTHROP, TOM	03/13/2002	
<u>0313PRCONT02</u>	In Progress	03/13/2002	NORTHROP, TOM	03/13/2002	
<u>TEST123456789</u>	In Progress	03/25/2002	NORTHROP, TOM	03/25/2002	
<u>FSSDSDSDFSD</u>	In Progress	03/25/2002	NORTHROP, TOM	03/25/2002	
<u>TOMTEST2</u>	Pending Financial Approval	04/01/2002	NORTHROP, TOM	04/01/2002	
<u>TOM1</u>	Pending Financial Approval	04/01/2002	NORTHROP, TOM	04/01/2002	
<u>TOM2</u>	Pending Financial Approval	04/01/2002	NORTHROP, TOM	04/01/2002	

Next Page 1 of 2 (12 results found)

1. I left the radio buttons on "My Requisitions", and I left the "Requisition Type" on "All", I searched by "Requisition Date", and entered a date.

2. Hit "Display".

5.

Search Criteria

☒ My Requisitions
☐ Assigned to Me
☐ All

Requisition Type
All

Search
Requisition Date
For
03/13/2002

Site
☐ SETUP BUSINESS GROUP

Include Documents from:
Current Selected Site

Requisition Selection

Requisition Number	Status	Status Date	Requisitioner	Requisition Date	Buyer	Site
<u>0313PR01</u>	In Progress	03/13/2002	NORTHROP, TOM	03/13/2002		SETUP BUE
<u>0313PR02</u>	In Progress	03/13/2002	NORTHROP, TOM	03/13/2002		SETUP BUE
<u>0313PRBPA</u>	In Progress	03/13/2002	NORTHROP, TOM	03/13/2002		SETUP BUE
<u>0313PR03</u>	In Progress	03/13/2002	NORTHROP, TOM	03/13/2002		SETUP BUE
<u>0313PRCONT02</u>	In Progress	03/13/2002	NORTHROP, TOM	03/13/2002		SETUP BUE

Page 1 of 1 (5 results found)

1. Note how all the requisitions that I did on "03/13/2002" are now available to view or edit.

2. Choose the requisition you desire, by clicking on the number, which is underlined. After you have clicked on a requisition, go to the next page of this manual.

6. The Requisition you searched for

VFO		Route	Self Approve	Release	Suspend Line Items	View Form	Delete	Cancel	Convert To Full	?
EZ REQ		EZ REQ Information								
Main		Requisition Number: 0313PR01		Status: In Progress		Number of Items: 3				
Items		Version: BASE		Stage: Requisition		Total Amount: \$2,795.00				
Vendors						Commitment: \$2,795.00				
Supporting Docs		General Information								
Form Info		Requisition Date: 03/13/2002								
Validations		Requisitioner: TNORTHRU								
Route History		Buyer: (None)								
Status History		Primary Product/Service Code:								
Notifications		Originating Office:								
Ownership		Payment Office:								
Navigator		Site: SETUP BUSINESS GROUP								
Return to Home		Delivery Date: OR								
		Days After Award: 30 OR								

The requisition you searched for is now available to edit, cancel, view, or print.